

SAMPLE REQUESTING SYSTEM

System Login

Step 1: Click on the below link

Step 2: Enter your user name & Password (Refer Image 0.1)

Please use Transport request username & Password.

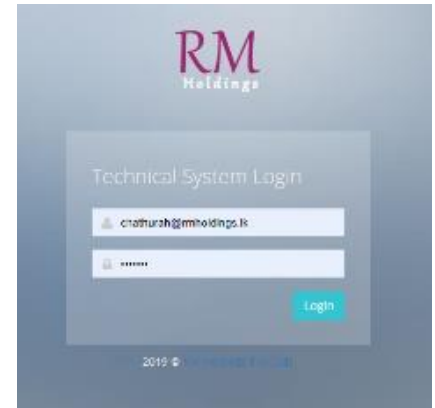


Image 0.1

New Sample Request

Step 3: Click on **New Request**.

Step 4: Enter / Select the **customer**

Step 5: Select the **requesting date**

Step 6: Enter the **Style Number**

Step 7: Enter / Select **Product Category**

Step 8: Enter / Select **Sub Product Category**

Step 9: Enter the **Sample Quantity**

Step 10: Enter / Select **Product Type**

Image 0.2

Step 11: If it is an urgent request, Please **Tick** this.

Step 12: You can add any **remarks**. (if any)

Then **Save** it.

SAMPLE REQUESTING SYSTEM

View Requests

You can view all your request by accessing below link. **(My requests)**

Changes

If you made a mistake, please click on the related

Sample and click on **delete** button.

And Re-enter the request

...

The screenshot displays the 'Request' menu on the left, which includes 'New Request' and 'My Request' options. The main area shows the 'Ongoing Requests' table. The first row of the table is highlighted in blue and contains the following data:

Customer	Date	Style
MAX INDIA	2020-01-06	test
Product Category	Sub Category	Quantity
Skirt	mini Skirt - Test	2510
User Remarks		
Technical Remarks		
DELETE		

If you have any doubts, please contact the IT team.

Ext: 124

Thank You !